

EDUCATION PURCHASING ADVISORY COMMITTEE BY-LAWS

Adopted May 13, 2004

INTRODUCTION

Group Purposes: The Education Purchasing Advisory Committee (EdPAC) has, as its goal, the increase of voluntary cooperative group purchasing by public school districts. Regular contact between purchasing heads is encouraged for the specific purpose of developing group contracts, specifications development and discussion of state contracts.

Membership: Membership includes at least eight (8) members from a cross-section of school districts, three (3) representatives from large school districts, two (2) representatives from medium-sized school districts, two (2) representatives from small rural districts, and the Chief Procurement Officer of the State of Utah or his/her appointed representative. Other members may be named as determined by EdPAC.

Quorum: Fifty percent of the Committee constitutes a quorum.

Term of Office: Term of office for membership on this committee, excluding the Chief Procurement Officer of the State of Utah or his/her appointed representative whose appointment is permanent, will be at least four years, with new members to be appointed anytime.

ORGANIZATIONAL STRUCTURE

Contract Communication Channel

1. *Specification Input:* When the state contemplates contract development or contract renewal it should give the Committee at least 90 days notice before bidding the contract. The purpose of this is to allow members time to provide feedback to the State of those items important to the schools that should be included in the specifications. The State is expected to include school recommendations in its specifications where possible.
2. *Specification Development:* Specifications for contracts under development will be submitted to the State Contract Specifications Analyst at least thirty (30) days prior to bid negotiation.

Meetings

1. Frequency: At a minimum, the committee will meet at least six (6) times per year. More frequent meetings may be called as needed. An EdPAC Fall Workshop will be held each year, and may replace a regularly scheduled committee meeting.

Minutes: The secretary will ensure that each member of the committee receives a copy of the unapproved minutes for review and correction and a reminder of the date, time and location of the next meeting. The Public Education Coordinator for the State of Utah, Division of Purchasing, will keep archive records and arrange for the production of the approved minutes of each meeting and post them to the EdPAC website.

2. Duties of Members: Members with suggested agenda items should have them included in the minutes or should communicate them to the chairperson of the committee at least ten days prior to the next scheduled meeting. This will allow the chairperson time to develop an agenda and distribute it to all participants.

Officers

Election of Officers: The election of the secretary will occur as part of the regularly scheduled meeting in January of each year. The replaced secretary will become the vice-chairperson; the vice-chairperson will become the chairperson (After Officers are named at the first meeting in January.)

Duties of Officers

1. Chairperson: The chairperson is responsible for calling meetings, developing the agenda and ensuring the expeditious conduct of business.
2. Vice-Chairperson: The vice-chairperson will assist the chairperson as needed and will assume his/her responsibilities, if, for any reason, the chairperson is unable to perform them. The vice-chairperson is also responsible for organizing the Annual Fall Workshop.
3. Secretary: In addition to taking minutes and arranging for their production and distribution, the Secretary is responsible for maintaining a historical file on the organization. This file should include copies of minutes from all meetings and copies of any reports to oversight authorities which EdPAC may make.

EdPAC
Education Purchasing Advisory Committee

Minutes for April 1, 2004

The EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District - Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec.
Doug Richins – State Purchasing
*Bill Burch – USOE

*Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School District – V Chair
*Merlene Wixon – Weber County S D
Reed Taylor – State Purchasing

Business: Conducted by Rick Ashby

* Absent from meeting

EdPAC meeting minutes – February's minutes were discussed, amended & approved.

General Business:

EdPAC By-Laws as revised by Rick were discussed: definition of size, number of representatives, definition of permanent and how to define USOE rep were all discussed. Rick will revise the By-Laws per the suggestions of the group and prepare them for approval at the next meeting.

NIGP Chapter update – Gary Hansen reported that some time between June and August there may be a meeting. A brief discussion on the merits of membership followed.

Legislative Update:

Doug Richins reviewed the status of several bills that affect purchasing:

HB219 – Construction Bonding Statute changes affect private contracts only. Doug hopes to have a bill sponsored next year so that the change will also apply to public contracts.

Bill to expand State's Business web page so all business can be on one page.

Charter Schools want exemption from Purchasing Code – They do not have use State contracts.

SB6 – Dead

SB146 – Clean up references to the Olympics

Other: Charter Schools want exemption from the Purchasing Code – They do not have to use of State contracts.

State Contracts:

Reed Taylor asked about keeping Bretford carts on state contract, YES. He next asked about Buses. This lead to a discussion onTypes. Marlin McKinney asked that Type A (Special Ed) be bid. Type C (Engine in front) Type D were also recommended to be re-bid. The next quarterly paper reverse auction was discussed (May-July). Need request by 9 April, auction on the 15th. Marlin asked about other paper to be bid. The Virco furniture contract was discussed next. It was noted that using Dan Riesner (State buyer – transportation) that a lot of money could be saved. Report on usage not accurate as several districts did not report, but in general the usage is down on the Virco contract.

Reed also requested again that any one with old minutes, to submit them to him so they can be archived.

EdPAC Workshop:

Susan Gitlin reported that accommodations may be a problem as her district does not have a facility large enough to hold the workshop. She had several alternatives. A discussion on topics for the workshop followed: Cost Plus Contracts; Liability Insurance; a Case Study using Wasatch as an example; & PDAs.

Maps & Globes bid: Gary still working on it.

Other Items:

Portable class rooms – American Delta company is going out of business, Rick has 30 to move this summer so he asked for suggestions on movers who could do the job. Val Gardson was recommended.

P-Card – Doug noted that US Bank won the bid again and bonus checks for signing will be coming in May. \$90,000 was rebated.

Book Bid – it went well, Rick will review it next time.

Copier contract finished. Brenda is working on a matrix to facilitate understanding who has what.

Meeting adjourned at 4:30 p.m.

By-Law Changes

Proposed by-law changes must be included in the formal meetings agenda. Changes will be adopted by a quorum vote of the membership.

Financial Responsibility

The State of Utah, Division of Purchasing will serve as the fiscal agent for EdPAC.

Revised May 13, 2004

EdPAC

Education Purchasing Advisory Committee

Corrected Minutes for February 12, 2004

The EdPAC meeting was held at 2:00 p.m. at the offices of the Salt Lake City School District, 440 E 100 S, Salt Lake City, Utah. The following were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District - Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec.
Doug Richins – State Purchasing
Bill Burch – USOE

Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School District – V Chair
Merlene Wixon – Weber County S D – Absent
Reed Taylor – State Purchasing
Kay Pope – Salt Lake City SD

Business: Conducted by Rick Ashby

EdPAC meeting minutes – January's minutes were discussed and approved. Reed will now post them on the Internet.

General Business:

2004 EdPAC Meeting Schedule presented and discussed.

EdPAC Directory has been updated by Reed but the date needs to be corrected to 2004.

EdPAC Bylaws were reviewed. Rick asked clarification on membership and meetings.

Wording to eliminate reference to Service Centers was discussed along with need to designate eight permanent members with recommendations for others. After considerable discussion, it was decided that Rick will draft proposed language to be considered at the next meeting.

NIGP Chapter – a brief discussion on whether or not there was interest in forming a chapter, further information needed. Gary will check on the status of meeting with them.

Previous minutes and their keeping was discussed. All former secretaries are to check to see what they have and forward them to Reed who will archive them.

Service Recognition:

Gary Hansen was presented a plaque for his service as last year's president.

Doug Richins, on behalf of governor Walker, presented Kay with a Proclamation recognizing his many years of service to the State & School District in the field of purchasing.



Legislation Update:

Doug Richins reported on bills affecting procurement that are before the legislature:

HB304 on recycling products is too broad – needs to be more specific.

SB 6 repeals pilot program to refurbish computers

The Vending bill has been killed for this session. More a Board of Education issue.

Procurement Code amended.

State Contracts:

Reed Taylor reported on the reverse auction for paper. It went well. Rich would like to see this done regularly, as it is producing better pricing than the state bid.

A discussion on PC purchases followed – HP, Gateway & HP & (Apple) were the manufactures which most districts use. So a State bid on specific configurations might help the Big Buy.

The podium bid is done as is the Purchase Card (US Bank); AV carts may be bid – Brenda needs input from us on what carts we buy.

Next Years Workshop: (Nov 5th 2004 at Park City)

Susan reported on her progress. She noted that they did not have a large facility. Initial contacts with hotels for space and cost are dependent upon the number of room rentals we guarantee. Also discussed was whether or not we wanted an overnight format. General consensus was to keep the format to a single day, letting out at mid afternoon. Also discussed were topics for the breakout sessions: legal issues, UCC etc. We are to e-mail her with ideas.

Maps & Globes:

Gary volunteered to help chair a committee to study the best approach to buying maps & globes

Soft-drink Vending:

Rick & Reed opened a discussion on this. District histories with this issue were presented.

Several different approaches are being used with different results. This might not be a candidate for a State Wide uniform approach.

Small Construction Projects (< \$20 K):

Gary led a discussion on the need for bonding. Doug referenced HB 219. Different school districts approach this differently.

Other Discussions:

Gary was asked to report on Granite's move to their new facility. They are consolidating many areas into the new building and selling their old facilities.

Bill brought up an issue over East Side Entrée's "Songe Bob" boxed milk (non-refrigerated).

This product utilizes USDA non-fat dry milk. Meadow Gold filed a complaint with USDA.

The dates for UASBO are 22-23 of March.

Next Meeting: April 1, 2004 for 2 to 4 p.m. at the State Division of Purchasing Office.

Meeting adjourned at 4:20 p.m.

EdPAC

Education Purchasing Advisory Committee

Minutes

January 08, 2004

EdPAC meeting was held at 2:00 p.m. in the offices of the Division of Purchasing & General Services, State of Utah in Salt Lake City, Utah. The following were in attendance:

Marlin McKinney, Alpine School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Greg Maynard, Salt Lake City School District
Doug Richins, State Purchasing
Reed Taylor, State Purchasing
Frank Volk, State Purchasing
Bill Burch, USOE

Topics of Discussion

EdPAC Meeting Minutes

Minutes of the December meeting were discussed, changes were made and revisions were approved.

Election of New Secretary

Greg Maynard of Salt Lake City School District was nominated and approved as the new secretary for 2004.

Doug Richins, State Purchasing

An introduction was made of a new employee at State Purchasing, Frank Volk.

Discussion on Co-Op purchasing was conducted, inquiring if any school district had been approached or marketed by such companies. One company discussed was U.S. Communities, located in Walnut, Ca. A handout was distributed regarding this company. Due to the wording of the procurement laws governing School Districts (63-56-65 and 63-56-2 paragraph 3A),

entering into purchases with these private companies are not compliant with the code.

The current procurement code regarding Co-Op purchases exempts school districts from participating. The Interlocal Cooperation Act allows districts to enter into a Co-op purchasing unit as long as all stipulations listed are followed. A hand out referring to this Act was distributed to all attendees.

A suggestion was made to bring this information to the next UASBO meeting so all Business Administrators and School Districts are aware of the procurement law.

Book Depository: Questions were raised on the validity of utilizing the state depository as a sole source vendor. State Purchasing will look into the questions raised. Davis School District is conducting their own bid process on textbooks and will inform EdPAC of the results.

Greg Maynard, Salt Lake City School District

Regarding recent snow storms that have hit the area over the holiday break, some areas experienced loss of power. A discussion was conducted concerning emergency preparedness and how districts handle these situations.

Reed Taylor, State Purchasing

- Copy Paper Bid – Any districts wanting to participate need to turn in quantities for the upcoming reverse auction for paper.
- Carpet Contract – State Contract PD392 is in effect for school districts to utilize.
- Classroom Podiums – A contract for these items is currently being worked on.
- Freight – A reminder was given to all districts to consider utilizing this contract if applicable.

EdPAC

Education Purchasing Advisory Committee

Minutes (revised)

December 11, 2003

EdPAC meeting was held at 12:00 p.m. at the Hilda B. Jones Center in Salt Lake City, UT. The following were in attendance:

Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Paul Worthen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Kay Pope, Salt Lake School District
Greg Maynard, Salt Lake City School District
Reed Taylor, State Purchasing
Bill Burch, USOE
Larry Newton, USOE
Mike Glenn, Utah Energy Office
Bernell Loveridge, Utah Energy Office

Topics of Discussion

EdPAC Meeting Minutes

- Minutes of the October meeting were unavailable for approval.

Mike Glenn, Utah Energy Office – Handout on School Energy Costs

A handout was distributed to all attendees referring to different avenues for energy cost savings as well as references and departments that can assist districts through the process. One area addressed was new construction value based engineering, showing the life cycle savings if construction was built 25% above bare minimum code. Links to the website for departments that can assist in these areas are listed on the last page of the handout.

Bernell Loveridge, Utah Energy Office

Discussion focused on the cost savings to districts with 15 – 20 or more buildings on hiring an Energy Manager to go over invoicing, cost savings, work with teachers, students and staff on several areas including behavior modification. Page 13 of the handout showed links to websites to assist any interested district.

Larry Newton, USOE

Discussion on the appropriate procurement practices for securing energy management consultants. There are many companies that try to qualify themselves as “sole source” entities, which in return prove to be too costly over time. Be wary of such claims and companies that approach Board members and Superintendents; always research and use the available grants and resources within the Energy Office and try to handle energy management in-house, which can be more cost effective.

Rick Ashby, Davis School District

The recent annual Fall Workshop comments and financial results were discussed. A handout was given showing comments made by attendees concerning all areas of the workshop. Another handout was given to show the financial allocations.

Suggestions for the workshop next year were discussed as were topics for breakouts and key-note speakers. It was suggested that each district request information from their staff regarding areas of interest to be returned to Susan Gitlin after the holiday break.

The manner in which the vendor fair was conducted was also discussed, whether to continue inviting one specific type of vendor focusing on the topics relevant to the workshop or to be all inclusive of all state contracted vendors. It was agreed that inviting all state contracted vendors would be more than needed and to focus on contracted vendors pertinent to the topics of the workshop.

The first Friday in November of 2004 will fall on November 5th; this is the tentatively scheduled date for the workshop. Many thanks and accolades were rightfully directed to Rick Ashby, his staff and Davis School District for hosting a successful workshop.

Reed Taylor, State Purchasing

- PC Contract – The contract will be re-bid and will go out within the next week.
- P-Card – US Bank was awarded the bid once again with a 5 year agreement and should be signed and ready by the end of the week. The contract is virtually the same, however there will be an increase on returns depending on the spending pattern and usage of the participating district.
- Microsoft Software – A reminder was given to make sure districts receive confirmation on all licenses from SHI and EnPointe for software purchases.
- HVAC – The contract is now available and will be on the website shortly.
- Furniture – Contracts are coming up for bid in April of 2004. Questions were posed if the committee thought the current wording and usage of the contracts were acceptable as is, or should other items of interest be added to the contracts. All were in agreement that the current configuration was acceptable and useful.
- Whiteboards – Many districts had returned specifications concerning this request, however the State Office has not received the information to date.
- Warranties – State Purchasing is currently looking into adding a link to the website to show contracted vendors warranty information, which would be helpful to districts.

Other Agenda Items

A discussion on how each district handle service consultant work, whether it is treated as a “single/sole source” item or as a commodity utilizing the policies and procedures set forth in procurement practices. Most districts agreed that services and commodities are handled with the same procedure. Speakers and trainers can be considered “single/sole source” however most other services are handled as commodities.

Questions were raised regarding Mountain States usage and it was agreed that most would like for this to be a topic of discussion at the next EdPAC meeting, possibly to be addressed by Doug Richins.

Meeting Adjourned at 2:35 p.m.

Next scheduled EdPAC meeting: January 8, 2003 – 2:00 p.m.
State Office Building
Division of Purchasing & General Services

- Whiteboards – Many districts had returned specifications concerning this request; Reed Taylor will look into this and inform EdPAC.

Other Agenda Items

The EdPAC website is in need of several changes reflecting members and meeting dates and times. Reed Taylor will make the appropriate changes to the website.

Possible termination in legislation pertaining to Refurbishing Computers School Program; Doug Richins will advise.

Meeting Adjourned at 3:55 p.m.

Next scheduled EdPAC meeting: February 12, 2004 – 2:00 p.m.
Salt Lake City School District
440 East 100 South
Room 101, First floor

EdPAC

Education Purchasing Advisory Committee

Minutes
October 9, 2003

EdPAC meeting was held beginning at 2:00 p.m. in the offices of the Division of Purchasing & General Services, Catipol Hill, Salt Lake City, Utah. The following were in attendance:

Gary Hansen - (Granite) – Chair
Rick Ashby - (Davis) – Vice Chair
Dan Klotovich for Rich Field – (Jordan)
Greg Maynard for Kay Pope – (Salt Lake)
Merlene Wixon – (Weber)
Reed Taylor – (State Purchasing)
Marlin McKinney – (Alpine)
Scott Rigby, Susan Gitlin and Douglas Richins were excused.

September EdPAC Meeting Minutes

1. Review and approve September and October minutes at the December meeting.

Annual Buyers Workstop

2. Registration and agenda materials have been mailed to School Districts as well as Universities. Please RSVP ASAP. Questions, contact Rick Ashby.

State: State Contracts

3. Reed Taylor reported that the Statewide audio-visual contracts have been extended for a couple months as have the duplicator contracts.

Bids for Statewide duplicators contract are due 10/21/03.

Glendon Mitchell discussed possible contract with Adobe – modeled much like the Microsoft agreement. Glendon also mentioned that the WSCA PC contracts have been extended one year. WSCA will be rebidding these contracts soon.

The PC Big buy will begin around the 15th of November. Glendon would like to see if we can come up with a standard configuration or two and use these configurations. Forward standard PC configuration requirements to Glendon Mitchell (gmitchell@utah.gov)

Reed asked if the State should pursue a contract for duplicator ink. If so, what criteria/specifications should be used? Contract Reed Taylor.

Paper – Reverse Auction

4. Reviewed success of recent reverse auction for copy paper. Discussed ways to include other Districts. Thanks was expressed to the State for its efforts.

Committee Reports

5. Merlene mentioned she received specifications etc for possible whiteboard contract. She complimented Phil Johnson with Granite for his efforts. She will review with her staff and forward to the State.

Art/Science Supplies: Send needs/requirements to Marlin (Alpine School District).

NIGP

6. Discussed interest in a local chapter of NIGP. Most expressed an interest. Gary will contact Tracey Stevens (SLC Corp) to see if a meeting could be organized to discuss.

Meeting Adjourned at 3:23 p.m.

Next EdPAC Meeting

December 11, 2003 – Luncheon Meeting
TBA

EdPAC

Education Purchasing Advisory Committee

Minutes

September 11, 2003

EdPAC meeting was held at 10:00 a.m. at the State Library Services Building in Salt Lake City, UT. The following were in attendance:

Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Greg ?, Salt Lake City School District
Reed Taylor, State Purchasing
Merlene Wixon, Weber School District

Topics of Discussion

EdPAC Meeting Minutes

- Minutes of May meeting were reviewed and approved.

Rick Ashby, Davis School District – Updates on Procurement Workshop

A handout was distributed to all attendees showing the tentative agenda for the Fall Procurement Workshop to be held in Farmington on November 14th.

Rich Field with Jordan School District mentioned that he like to invite purchasing departments from the Charter schools to the Fall Workshop, Rick Ashby will make sure all are invited. Gary Hansen inquired if the Universities and City agencies will also be invited to attend as well, which they will.

An accounting of cost was discussed. The state office will apply some of the extra funds from the previous workshop to the upcoming one. A tentative price per person for the workshop is estimated to be \$17. A map with directions will be mailed along with the registration form towards the end of September, no later than the first week of October.

Discussion was conducted on the parameters to be given to all vendors attending the workshop in regards to hand-outs and “gifts”. It was decided that they would be asked to refrain from any hand-outs or drawings.

Reed Taylor, State Purchasing – Contracts

- LCD Projectors – Six vendors will be awarded, four are already on the website with two remaining to be posted.
- Digital Duplicators – The old contracts expired on August 31. The State Office is changing the format similar to the camera bid, therefore they are not expecting to have this completed for a few months. In the meantime, it was requested to inquire from the previous awarded vendors if they would be interested in extending their contracts for the next several months in order to accommodate any needs.
- Carpet – The bid is currently in progress, with an expected protest from a manufacturer. Once this is settled, then the contract will be awarded.
- Truckload Shipping – Reed reminded attendees to consider the truckload shipping offered which may be beneficial to school districts as an alternative to other shipping methods. Must be over 10,000 pounds.
- Buses – The contract has been awarded and one vendor, Thomas, was not included in this award due to submittal errors
- Purchasing Card – Several districts utilizing this inquired about the expired contract and wanted to know the status of the contract. Marlin McKinney from Alpine School District thought the document was already drafted and should be out for bid, however Reed Taylor was not sure and would forward information as soon as possible. Several districts showed an interest in discussing the purchasing card system and would like to meet prior to a scheduled EdPac meeting for further discussion.
- Whiteboards – Gary Hansen inquired if the state would be interested in a whiteboard contract. Most districts purchase their whiteboards from one

or two specific vendors and would like the option of a contract. Merlene Wixon from Weber School District volunteered to chair this committee.

- Art Supplies – Marlin McKinney inquired if the state would be interested in a contract for art supplies. Districts were asked to send in information concerning their specs for art supplies to Alpine School District.
- Chemical Labs – Marlin McKinney inquired if the state would be interested in a contract for chemical lab supplies. Districts were asked to send information concerning their specs for chemical lab supplies to Alpine School District.

Big Buy Reverse Auction for Paper

It is time again for interested districts to submit their request to the State Office for the paper auction. The same specs will be used and all districts that participated were satisfied with the previous results; only one district had a few complaints on the paper.

All submittals will need to be returned to Reed Taylor no later than September 19th. A question was raised on whether or not the state would need to generate an RFP for this process, depending on whether or not this process is still considered in the test phase. Reed Taylor will look into this question.

New Chair for A/V Supplies

Scott Rigby volunteered to chair this committee.

Scott Rigby – Cache School District

Scott inquired if any other district had researched energy education, educating staff on energy conservation practices, for their districts. Merlene Wixon mentioned she could forward information.

Meeting Adjourned at 12:00 p.m.

Next scheduled EdPAC meeting: October 9, 2003 – 2:00 p.m.
State Office Building
Division of Purchasing & General Services

EdPAC
Education Purchasing Advisory Committee

Minutes (revisions in red)

May 14, 2003

EdPAC meeting was held at 2:00 p.m. at the State Library Services Building in Salt Lake City, UT. The following were in attendance:

Secretary: Susan Gitlin, Park City School District
Jay Caldwell, Jordan School District
Kay Pope, Salt Lake City School District
Dean Pope, Granite School District
Douglas Richins, State Purchasing
Reed Taylor, State Purchasing

Topics of Discussion

March EdPAC Meeting Minutes

- Minutes of March meeting were not provided for review.

Douglas Richins, State Purchasing – Changes in State Procurement Rules

State Procurement Rules apply to School Districts only when the local school board has not adopted its own rules or when the local school board may have adopted and incorporated the state rules as the districts rules by reference. A handout was provided (see attachment) and the following changes were discussed:

- R33-2-102, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-3-104, \$20,000 dollar amount was changed to \$50,000, effective May 16th. Added the option of the government internet website for public notice.

- R33-3-113, Awarding identical low bids can now go to the closest to the point of delivery bidder (for referral to the Attorney General). \$8,000 tie bid dollar amount was changed to \$50,000.
- R33-3-301, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-3-302, \$2,000 – \$20,000 dollar amount was changed to \$5,000 – \$50,000, effective May 16th.
- R33-3-303, Dollar amounts were changed as follows: \$500 was changed to \$1,000, \$2,000 was changed to \$5,000, \$500 and up to \$2,000 was changed to \$1,000 and up to \$5,000, effective May 16th.
- R33-3-304, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-102, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-311, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-321, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-331, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-355, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-530, \$20,000 dollar amount was changed to \$50,000, effective May 16th.

US Communities. Doug explained this was a co-op purchasing agency based out of Walnut Creek, CA, working with **out of state local governments** to market contracts for a percentage of sales. The state procurement **codes** were addressed and reviewed concerning co-op purchases. US Communities is not an acceptable co-op.

Reed Taylor, State Purchasing – Contracts

- Digital Cameras – Prices are now posted on the state contract website with three vendors being awarded – Inkley, TV Specialists and Alpha/Omega.
- Copiers – Majority are now on the website, including a matrix to compare copiers.
- LCD Committee – Reed will check with Gary Hansen to follow up on committee members and progress.
- Carpet Cleaning Contract – **A new state contract on carpet cleaning was announced.** An inquiry was made if this would be a beneficial contract for the school districts, none felt this would be a benefit at this time **as all in attendance indicated that their districts do not currently outsource carpet cleaning services.**
- Unisource was awarded the Boise Cascade high-speed laser paper contract.

Big Buy Reverse Auction for Paper. A hand out was provided. All agreed that a separate auction for recycled paper was not needed. The quarterly time-frame was reviewed and dates were agreed upon, with the first auction to be conducted in June. Information is still needed from certain districts in order to go forward (delivery information and quantities).

A guaranteed minimum order of (1) one truck-load is required to participate in this auction. Shipment of paper will need to be made in same month (7 - 10 days after auction) to each participating district.

RFP Depot has been contacting districts to sign them up individually for this auction – there is no need to do this, we are participating in the states auction. By participating in one auction, only 1% is given to RFP Depot and not an additional 1% **to gather the cooperative procurement ordering data.**

Susan Gitlin, Park City School District – Health Insurance RFP Procedures

An inquiry was made on procedures followed within school districts for Health Insurance coverage. Best and Final offers were discussed.

Meeting Adjourned at 3:30 p.m.

Next scheduled EdPAC meeting:	June 12, 2003
	2:00 p.m.
	State Office Building
	Division of Purchasing and General
Services	

EdPAC Committee Minutes

The EdPAC Committee will post to this web page the minutes from their meetings. A maximum of one year's approved minutes will be posted in descending order with the most current minutes posted at the beginning of this page. Please contact Reed Taylor (801) 538-3709 if you have questions regarding this document.

EdPAC **Education Purchasing Advisory Committee**

Minutes **February 13, 2003**

EdPAC meeting was held at 2:00 p.m. in the offices of the Transportation Department, Salt Lake City School District in Salt Lake City, UT. The following were in attendance:

Chair: Gary Hansen, Granite School District
Vice Chair: Rick Ashby, Davis School District
Secretary: Susan Gitlin, Park City School District
Jay Caldwell, Jordan School District
Kay Pope, Salt Lake City School District
Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Douglas Richins, State Purchasing
Reed Taylor, State Purchasing
Greg Maynard, Salt Lake School District

Topics of Discussion

January EdPAC Meeting Minutes

- Minutes of January meeting were reviewed and approved as written.

Douglas Richins, State Purchasing – Legislation

The following bills were discussed:

- HB147, Utah Construction Prompt Payment Act, requiring prompt vendor payment for services rendered.
- HB153, Education Conservation Resource Program, establishes a committee to work with school districts for energy conservation.
- HCR009, Resolution to Recognize the Positive Influence of Utilizing Local Businesses, encourages the use of local businesses when all factors are equal.

- SB32, Drivers Education, establishing level ground between private and public supported drivers education to stabilize costs associated with this program.
- SB86, Prohibition of Automatic Renewal of Service Contracts, service contracts will no longer automatically renew unless written notification is received from the patron to renew the contract terms.
- SB101, Procurement Requirements for Healthcare, any vendor contracted will be required to verify and provide certification of healthcare for all employees working 20 plus hours per week.
- SB129, State and Local Agencies Criteria in Awarding Bids, award construction contracts to companies that either have or will consider offering apprentice programs and healthcare benefits to their workers, regardless of hours, on projects of \$1,000,000 or more. There is confusion in the wording if this only applies to RFP's or if it also includes Bids since the document also states "awarding of bids".

Reed Taylor, State Purchasing – Contracts

- HON Contract, the state has taken the current Granite School District, modified it, HON has it for review and hopefully it will be finalized soon. The contract will be with HON, but the purchase orders will be addressed to the dealer, a list of dealers will be provided with the contract. Until the state has this contract available, we can still piggy-back off of the Granite contract.
- Camcorders and Digital Cameras, this is still out to bid, to date four vendors have expressed an interest. A question was raised if a multiple award would be preferred with local vendors only; it was determined that out of state vendors are currently being used as well as local vendors and should be considered.
- Copier Contract, the contract date has been extended until the first week of March.
- Sound Systems, the specs are still in review with the committee. Podium systems may be considered to be included in this contract.
- Copy Paper, the email questionnaire response was not completed, Davis SD is still only interested in the Xerox 4200 paper. It was decided that a quarterly Big Buy would best suit all the districts with Reed Taylor sending out an email to receive quantity amounts just prior to the purchase, possibly to begin this June.

EdPAC Bylaws

- A copy of the bylaws has not been found. Douglas Richins will try to contact Mark Hellewell and inquire about its location.

UASBO Conference

- The dates for this years conference were discussed, March 23 through March 26 in St. George, Utah. Due to some EdPAC members attendance at UASBO, there will be no scheduled EdPAC meeting until April.

Greg Maynard, Salt Lake City School District – Duplicators

- Currently modifying old bid specs to open up the bids to other brands and vendors. It is expected that this bid will be released in May to be awarded in August.

Rick Ashby, Davis School District – EdPAC Buyers Workshop

- Tentative date for the workshop is Friday, November 7th, to be held in Farmington. The theme this year is “Cooperation and Collaboration”. Rick asked that anyone who would like to share ideas to please contact him directly.

Meeting Adjourned at 3:30 p.m.

Next scheduled EdPAC meeting:

April 10, 2003

2:00 p.m.

State Office Building

Division of Purchasing and General Services

EdPAC
Education Purchasing Advisory Committee

Minutes
January 9, 2003

REVISED

EdPAC meeting was held at 2:00 p.m. in the offices of the Division of Purchasing & General Services, State of Utah in Salt Lake City, Utah. The following were in attendance:

Scott Rigby - (Cache) – Chair
Gary Hansen - (Granite) – Vice Chair
Rick Ashby - (Davis) - Secretary
Dan Klotovich for Rich Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)
Marlin McKinney – (Alpine)

December EdPAC Meeting Minutes

1. Minutes of December meeting were reviewed and approved as written.

Food Conference

2. Bill Burch asked Reed Taylor to announce that the annual Food Conference has been scheduled for the third week in June at Utah Valley State College in Orem. Purchasing personnel are invited. More details to follow.

State Copier Contract

3. Reed Taylor reported that the statewide copier contract would be awarded in February.

Digital Camera/Camcorder Contract

4. A solicitation for digital cameras and camcorders has been developed and is on the street for bid. The intent is to establish a statewide contract for these products.

Digital Duplicator Contract

5. The current state contract for digital duplicators is due for re-bid. Discussion as to whether there was a continuing interest in having this item on contract. The committee agreed that a contract was still necessary. Reed Taylor requested that EdPAC appoint a chairperson to organize a committee to gather

specs and assist State Purchasing personnel. Kay Pope recommended Greg Maynard from Salt Lake School District to chair the committee. Scott Rigby volunteered assistance, Marlin McKinney offered his Buyer, Kay Healey, and Gary Hansen also will provide a representative.

Lunch Room Tables

6. Reed Taylor updated the committee on State Purchasing's progress on establishing a contract for Bio-Fit Tables. The contract has been put on hold due to the vendor requesting significant upward price adjustments to the original bid. This is being reviewed. A decision has not yet been made.

Hon Furniture Contract

7. Mary Beckett with Interior Resources has suggested that the State consider initiating a contract directly with Hon in order to obtain deeper discounts and enhanced freight considerations that are already being offered through the cooperative contract with Granite School District. Doug Richins indicated that if both Interior Resources and Hon were in agreement, the contract with Interior Resources could be assigned to Hon and the contract pricing modified to reflect the deeper discounts. The committee felt this assignment would be good and would allow school districts an opportunity to consider adopting a "big buy" approach to buying furniture. If this assignment were to take place, the cooperative contract with Hon, brokered by Granite School District, would no longer be necessary and could be cancelled. Gary Hansen is to continue to pursue this issue with Interior Resources and Hon.

Statewide Paper Contracts (Copy/Colored/Fine)

8. Reed Taylor reported that State Purchasing Agent, Nancy Orton, has distributed a survey to school districts regarding paper usage and buying habits. Please be sure to return the surveys promptly. This will assist the State in assessing a better method for obtaining paper, perhaps on a quarterly or semi-annual basis utilizing the "big buy" concept. Reed Taylor and Nancy Orton will analyze survey results and market trends and propose a course of action.

Carpet

9. Reed Taylor reported that Eula Neal, State Purchasing Agent, is reviewing the existing State contract for carpet. Eula wanted to know if any of the school districts were specifying carpet containing recycled fibers. No one on the committee reported installing or having an interest in recycled carpet.

Consolidation of School District Purchasing Departments

10. Doug Richins reported reading a newspaper article talking about changes that may be proposed in the upcoming legislative session resulting from a committee headed by Frasier Bullock to study and make recommendations for education. The newspaper article indicated that one of the management changes that might

be suggested was some consolidated purchasing. Committee members were asked if they had heard of any such talk. None reported any such rumor. Doug indicated that, at least as of this date, no bills had been filed for legislative review. If committee members become aware of any such recommendations or talks, Doug Richins should be notified. Kay Pope reminded the committee that EdPAC was formed in 1984 as a resolution by the legislature as a direct result of similar discussions. There are outside people who believe that cost savings and economies can be obtained by consolidation. EdPAC was formed as a means of bringing school districts together to share ideas and work cooperatively to assure economies and cost savings were maximized. Kay reminded the committee that we should not lose sight of that goal and continue to strive to work closely together to that end.

Leadership Changes for 2003

11. Scott Rigby has completed his term (plus an additional year) as chair of the EdPAC committee. According to the by-laws, Gary Hansen, the current Vice Chair will succeed Scott effective immediately. Rick Ashby, the current Secretary, will succeed Gary Hansen as Vice Chair effective immediately. Scott Rigby called for nominations to fill the vacancy for secretary. Susan Gitlin from Park City School District was unanimously nominated and seconded. Susan willingly accepted the responsibility to serve as secretary for the 2003 calendar year. Appreciation was extended to Scott for his service as Chair for the past two years.

Improving School District Participation and Representation

12. It was noted that many school districts from rural (away from the Wasatch front) areas do not participate as readily in EdPAC nor are they being represented as members of the EdPAC committee. It was suggested that participation is likely a function of the time and distance required to travel to EdPAC meetings and workshops. Doug Richins suggested that we should consider using technology, such as, conference calling that would allow participation without undue travel. It was recommended that the committee review the by-laws to be sure that committee representation is in compliance. Susan Gitlin is to obtain a copy of the by-laws and bring them to the next EdPAC meeting for review, discussion and possible action.

February EdPAC Meeting Location Change

13. It was noted that the 2003 legislative session would convene next week. Due to reduced parking spaces, it was suggested that the next EdPAC committee meeting be relocated. Kay Pope offered his facilities to the group. Kay will notify committee members of the exact meeting place prior to the next EdPAC committee meeting.

Meeting Adjourned at 3:23 p.m.

Next EdPAC Meeting
February 13, 2003
2:00 P.M.
Salt Lake School District
Room: TBA

EdPAC
Education Purchasing Advisory Committee

Minutes
December 12, 2002

EdPAC meeting was held at 10:30 a.m. at the Davis School District, Nutrition Services Department executive conference room in Clearfield, Utah. The following were in attendance:

Scott Rigby - (Cache) – Chair
Gary Hansen - (Granite) – Vice Chair
Rick Ashby - (Davis) - Secretary
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)
Marlin McKinney – (Alpine)
Merlene Wixon – (Weber)
Vaughn Hawkes & Wife – (Provo)
Debbie Hefner – (Ogden)

October EdPAC Meeting Minutes

10. Minutes of October meeting were reviewed and approved with the correction that Kay Healey was in attendance representing Marlin McKinney.

Special Recognition

11. Vaughn Hawkes, former Director of Purchasing at Provo School District now retired, member of the Utah Procurement Policy Board, and EdPAC committee member was presented a certificate signed by Governor Mike Leavitt by Doug Richins for outstanding service to education and the Purchasing profession.

EdPAC Workshop

12. Special thanks to Gary Hansen who organized a great EdPAC Workshop in November. The responsibility for the 2003 workshop is assigned to Rick Ashby.

Reed Taylor briefly reviewed the scores from attendees on the workshop conference. Scores were generally favorable in every category. Revenues and expenses were also reviewed. A copy was given to Rick Ashby to assist with preparations for 2003.

Statewide Paper Contracts (Copy/Colored/Fine)

13. Reed Taylor reported that State Purchasing is working to assess a better method for obtaining paper, perhaps on a quarterly bid basis or a “big buy” concept. Districts are encouraged to provide to Reed Taylor or Nancy Orton of the State Purchasing Office, usage information, specifications, and when past purchases have been made. Reed and Nancy will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste

14. Reed Taylor announced that the contract for hazardous waste has been awarded and will be available on the web within a week.

State Furniture Contracts

15. Reed Taylor advised that furniture contracts have been updated and posted to the web. Users can access the respective sites and find net product pricing rather than having to calculate the percentage discount from a list price publication. Should improve contract utility. Provide ongoing feedback, suggestions, and ideas that make the contracts more useful.

Lunch Room Tables

16. Reed Taylor stated that the state was putting a price agreement together for Bio-Fit lunchroom tables.

Computer “Big Buy”

17. Reed Taylor mentioned that the “Big Buy” for computers is currently in progress. Districts invited to participate.

WSCA Contract for Routers, Switches, etc.

18. Doug Richins reminded the committee that the State of Utah is the lead state for putting together a WSCA contract for routers, switches, etc. The contract will also cover telephony items that connect directly to routers and switches. Any other stand-alone telephony item is excluded. The contract will likely be available for use in January 2003.

Office Supply Contracts

19. Doug Richins advised that the office supply contracts have been awarded to multiple vendors. Value of the contracts is \$12 million. Check the State Purchasing’s website to see contracts and make comparisons between the vendors.

Special Legislative Session

20. The state legislature will meet next week in a special session to determine how to deal with an expected \$117 million deficit for the balance of FY2003. Doug Richins expects that state departments will be hit with additional budget cutbacks. This will also effect the State Purchasing department. Possibility

exists that department may lose another FTE. Doug asks that EdPAC committee members consider what areas are most critical so that State Purchasing department can focus their resources in those areas in the event of a reduction in manpower.

Reverse Auction

21. State Purchasing recently completed a reverse auction for paint sprayers for the Department of Transportation. Eleven suppliers qualified with the auction going into three overtime periods. The State had expected to pay approx. \$6,000 for each sprayer. Through the reverse auction process, the State paid \$4,400 each. RFP Depot was used as the third-party vendor for operating the reverse auction process. Doug to provide a report to the committee on the participating vendors' overall feelings about the auction process.

State Purchasing is considering another auction for granulated sugar.

State Copier Contracts

22. Solicitations for copiers are expected to be issued by State Purchasing in January and awarded in February.

Digital Still and Video Cameras

23. Rich Field recommended that the state consider adding digital cameras and camcorders to existing audiovisual contracts or establishing separate contracts to cover this type of equipment. Committee members agreed that this would be useful given most District are purchasing a lot of digital equipment. Reed Taylor stated that the concept is already being considered and that Brenda Valdevere, State Purchasing Agent, would welcome any feedback.

Nominations for Utah Procurement Policy Board Vacancy

24. Three EdPAC committee members would be nominated to fill the position on the State Procurement Policy Board recently vacated by Vaughn Hawkes who retired. The position represents public education. Rich Field, Marlin McKinney and Rick Ashby were nominated. An email vote by the committee elected Marlin McKinney to the position.

Doug Richins suggested that the committee adopt a policy for term-of-service. At present there is none. After discussion, the committee determined that the term should be for a minimum of three-years. At the end of the three-year period, the position would be open for review with the committee having the option to extend the term of service on a year-to-year basis. Committee felt this may give more committee members an opportunity to service on this Board. Motion was made and approved to adopt the policy.

Lunch Served

25. Café Central of Davis School District served lunch, paid by attendees.

Meeting Adjourned at 1:00 p.m.

Next EdPAC Meeting

January 9, 2003

2:00 P.M.

Sate Office Building

Div. of Purchasing & General Services

EdPAC
Education Purchasing Advisory Committee

Minutes
October 17, 2002

EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Rick Ashby (Davis) - Secretary
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)

September 12, 2002 Minutes

26. Minutes of previous meeting were reviewed and approved with corrections to sections 1 and 7. Rick Ashby to email revised minutes to committee members.

Voice Amplification Systems

27. Reed Taylor reported that he had received specifications from several school districts since last meeting. State Purchasing will begin work to craft a possible solicitation for bidding purposes.

Statewide Paper Contracts (Copy/Colored/Fine)

28. Reed Taylor reported that State Purchasing is working to assess a better method for obtaining paper, perhaps on a quarterly bid basis or a “big buy” concept. Districts are encouraged to provide to Reed Taylor, State Purchasing Office, usage information, specifications, and when past purchases have been made. Reed will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste

29. Reed Taylor announced that the contract for hazardous waste would be made available for use very soon.

State Furniture Contracts

30. Reed Taylor advised that the Edutek contract has been updated. He is working with contractors to establish Internet sites whereby contract users can access the respective sites and find net product pricing rather than having to calculate the percentage discount from a list price publication. Should improve contract utility.

Poly Bags

31. Reed Taylor asked the committee how their respective Districts were buying poly bags. Are bags purchased against the state contract or do district's have their own. The response was mixed. Some use the state contract others buy on their own. A discussion ensued about the difficulties in comparing various bag specifications and the problems with substitute products.

Annual State Contract Usage Report

32. Doug Richins emphasized the importance of school districts completing the on-line reporting of statewide contract usage for FY02. Districts who have not yet sent in their report need to do so as quickly as possible. Questions or problems should be forwarded to Reed Taylor. The information gathered is essential in gaining the best economies. Established statewide contracts are of great benefit especially to smaller school districts. The state needs your feedback if contracts aren't working or meeting your needs.

EdPAC Buyers Workshop

33. Scott Rigby provided an update on the upcoming EdPAC Buyers Workshop. Two documents were distributed: 1) Flier announcing the place, time & content of the workshop & 2) the workshop registration form. Gary Hansen also emailed these forms to each committee member several days ago.

A review of topic material was discussed. It was determined that State Mail Services should be given an opportunity to discuss their services which are available for school district use. Services include bulk mailing, discounted first class, inserting, etc. There is a potential savings to school districts in that mailings can be combined to obtain special USPS discounts, as well as, reducing the need for postage machine purchases, meter head leases, and associated maintenance costs. Reed Taylor is to contact State Mail Services and coordinate with Gary Hansen.

November EdPAC Meeting

34. The November EdPAC meeting will NOT be held on account of the EdPAC Buyers Workshop to be held November 1, 2002.

December EdPAC Meeting

35. The December meeting will be held on Thursday, December 12, 2002 at 10:30 a.m. at the Davis School District. The meeting will be followed with lunch at Café Central. The meeting and lunch will be held in the offices of the department of Nutrition Services, Building G-4, Freeport West Center, Clearfield, UT. Rick Ashby will make arrangements for the facilities and will provide committee members with directions and a menu. Lunch expense is on your own.

Meeting adjourned at 3:20 p.m.

Next Meeting

EdPAC Buyers Workshop – Nov. 1, 2002 at Granite School District, Hilda B.
Jones Center, 382 E. 3605 S., SLC
8:30 a.m. to 3:30 p.m.

EdPAC Meeting – Dec. 12, 2002 at Davis School District, Nutrition Services
Department, Bldg. G-4, Freeport West Center, Clearfield
10:30 a.m. to 12:00 noon
Followed by Lunch

Note: Portions of the minutes highlighted in bold print denote assignments to committee members

EdPAC
Education Purchasing Advisory Committee

Minutes
September 12, 2002

EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Gary Hansen (Granite) – Vice-Chair
Rick Ashby (Davis) - Secretary
Marlin McKinney (Alpine)
Richard Field – (Jordan)
Greg Maynard – (Salt Lake)
Bill Burch – (USOE/CNP)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)

Compaq Computers – WSCA Contract

36. Gary Hansen reported that Uinta Business Systems (UBS) offered Granite School District an additional 3% discount on Compaq laptop computers. Apparently, this discount is being offered out of the 6% profit margin UBS receives from Compaq on computer sales through the contract. Compaq claims this practice would be illegal and would cut off any distributor who attempts to do it. Compaq claims this is contrary to the WSCA agreement. After discussion, the general consensus was that UBS is free to decide for themselves how much margin they choose to make on computer sales through the contract and that nothing in the contract terms and conditions prevent a distributor from passing additional discounts to buyers.

Pre-Package Software

37. Glendon Mitchell, State Purchasing Agent, asked the committee if they had experienced any problems with the current pre-packaged software contracts. Apparently, there was some feedback that problems existed. None of the committee members present were aware of any issues or problems with the contracts. We are to contact Glendon if we become aware of any issues.

Voice Amplification Systems

38. A discussion centered on the potential need for establishing a statewide contract for voice amplification systems. Apparently, a number of school districts are purchasing systems and installing them in individual classrooms.

Cost range from \$1,000 to \$2,000 per classroom. Some districts have already spent thousands of dollars and more equipment is planned to be purchased. Rich Field has specifications he is willing to share and will fax them to Brenda Veldevere, State Purchasing Agent, for possible use in developing a statewide contract. The committee was favorable in looking at this area for a possible contract.

Statewide Paper Contracts (Copy/Colored/Fine)

39. Nancy Orton, State Purchasing Agent, is in the process of reviewing specifications on existing paper contracts. She welcomes any feedback and suggestions that will make the contracts more useful. Apparently, many school districts are purchasing paper on their own and not using the contracts. A discussion centered on the possibility of establishing a cooperative paper contract wherein requirements are bid out on a quarterly basis in truckload quantities similar to the "Big Buy" program managed by the state for computer purchases. Feelings were that the paper market is very dynamic and that purchases need to be timed in order to take full advantage of prices and paper availability particularly in cycles when mills are allocating output. Districts are to provide to Reed Taylor, State Purchasing Office, usage information and when past purchases have been made. Reed will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste, Bus & Auto Contracts

40. State Purchasing announced that the contracts for hazardous waste, buses, and automobiles have been awarded and will be made available for use in the very near future.

Purchasing Agent Position & Reassignment of Responsibilities

41. The State Purchasing Department has a position open for a Purchasing Agent to replace Carrie Hickenlooper. The position will be responsible for the management of electronic purchasing issues such as the Pcard Program. Mark Hellewell left the department several months ago. His position will not be filled due to budget constraints. As such, Mark's previous duties have been re-distributed amongst existing agents. A revised Purchasing Agent listing and duties assigned to each is not available on the department's web site.

Statewide Copier Contract

42. Doug Richins informed the committee that the solicitation to establish a statewide

Riso Duplicators

43. Riso has experienced performance difficulties with its current distributor, The Copy Man (TCM), and will likely make a change in the very near future.

Office Supply Contract

44. The office supply statewide contract with Office Depot has been re-bid. Because of the volume of purchases made since it was last bid and awarded, it is likely that the State will make a multiple award. The State is concerned that the contract is too large for one supplier and that it would be in the State's overall best interests to have more than one contractor.

EdPAC Buyers Conference

45. This year's EdPAC Buyer's conference is scheduled for November 1, 2002 at the Granite School District. UPAC members have been invited to attend. Gary Hansen chairs the effort and sought discussion and input from the group on several topics: Do we need a keynote speaker? If so, should we pay for him/her? General consensus was that a keynote speaker is not always necessary. If a keynote speaker is willing to address the group, the committee does not want to pay for their services. Gary reviewed his committee's ideas about the conference and topics to be addressed in the workshop sessions. They are considering holding a vendor show in conjunction with the conference possibly inviting furniture dealers holding statewide contracts. It was suggested that if a vendor show is organized, vendors should not offer prizes or giveaways to attendees. Other topics suggested by the group included RFP's and commodity purchases. Additional ideas and suggestions are welcomed and should be forwarded to Gary as soon as possible.

Commodity Food Show

46. Bill Burch informed committee members that a commodity food show is scheduled for October 24, 2002. Additional information will be forthcoming and mailed to school districts. The focus of the show will be on State approved USDA food processors.

Wireless Technology Fair

47. The State is sponsoring a wireless technology fair at the Utah State Fair Park on October 16, 2002. Statewide contract holders providing wireless technology goods and services will be in attendance.

E-Surplus

48. Cache School District recently sold surplus computer equipment via E-Surplus auction. E-Surplus charges 8% of the value of goods sold through the auction. Unfortunately, Scott Rigby informed the group that he has experienced problems with buyers. Buyers win the auction, then they don't come through with the money and the District gets stuck paying the 8% tab to E-Surplus. Scott would appreciate any ideas committee members might have to help insure that buyers honor their commitments.

Hon Furniture Company Contract

49. Hon Furniture Company entered into a contract with Granite School District to provide GSA-type pricing. Granite's contract allows schools from other district's to make purchases at the same discount levels. Schools must purchase through an authorized Hon distributor and reference "Granite School District – GPA" on all order in order to receive the discounted pricing. Apparently, Hon does not recognize the existing state contract as qualifying for similar discounts. Gary Hansen and Doug Richins will work to see if the existing state contract for Hon products through Hon's distributors can be assigned to Hon so that the state contract will be eligible, as well as, recognized by Hon for deeper discounts.

Meeting adjourned at 3:40 p.m.

Next Meeting

October 10, 2002 at 2:00 p.m. State Office Building

Note: Portions of the minutes highlighted in bold print denote assignments to committee members

EdPAC

Education Purchasing Advisory Committee

Minutes
May 15, 2002

EdPAC meeting was held at 10:00a.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Gary Hansen (Granite) – Vice-Chair
Rick Ashby (Davis) - Secretary
Marlin McKinney (Alpine)
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Bill Burch – (USOE/CNP)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Merlene Wixon – (Weber)

April Meeting Minutes

50. Minutes from April meeting were not available. **Rick Ashby has responsibility to contact Vaughn Hawkes (Provo) to obtain minutes and distribute to committee members prior to next committee meeting.**

EdPAC Meeting Change

51. Discussion to change EdPAC meeting date and time to the second Thursday of each month at 2:00 p.m. This would correspond to the same day of the month when NAPM-Utah holds its monthly dinner meeting. The thinking behind the change is based on the fact that since many attend the NAPM-Utah meeting, the committee could meet first then attend. This would save an additional trip. The meetings would still be held at the State Office Building in the Div. of Purchasing and General Services' conference room. A motion was made and seconded by Gary Hansen.

Next Scheduled EdPAC Meeting

52. Next EdPAC meeting will be held June 13, 2002 at 2:00 p.m. in the State Office Building, Div. of Purchasing and General Services' conference room.

Summer EdPAC Meeting Schedule

53. Reminder than NO EdPAC meetings will be held during the months of July and August. September's meeting will be held on the 12th at 2:00 p.m. in the SOB.

Computer Big Buy

54. Reed Taylor reminded everyone of the Big Buy for computer equipment. Information is posted on the Div. of Purchasing's website.

Copy Machine Contracts

55. Reed Taylor discussed the copy machine contracts. Most of the regional contracts have been posted to the Division's website and are ready to be used. Some have yet to be posted, but should be there by mid-week next.

Doug Richins informed the committee that the RFP solicitation for a statewide copier contract was withdrawn prior to award. This was necessitated by an incident wherein a state employee close to the solicitation process was found to have engaged in unethical behavior. The activity had occurred over a period of time and led to termination of employment. Doug Richins determined that it would be in the State's best interests to allow approx. 6 months before re-issuing a RFP solicitation.

Districts were asked to provide input for a statewide contract for copiers. Gary Hansen and Marlin McKinney offered their assistance.

Contract for Portable Classrooms

56. Reed Taylor suggested the possibility of considering a statewide contract for acquiring of portable classrooms. Now would be the time to purchase portables if the districts expect to make any purchases. It appeared that most districts represented had no immediate plans to buy portables. However, it was suggested by Kay Pope that there should be a mechanism whereby districts desiring to buy or sell portables could post this information on a website to facilitate the needs of both parties. **It was determined that Reed Taylor would be the point-of-contact for bringing buyers/sellers together via a group email generated by him and distributed to all districts. The committee accepted this concept and all were advised to email Reed Taylor at rtaylor@utah.gov whenever a need arose to buy or sell a portable.**

Contracts for Classroom Furniture

57. Reed Taylor informed the committee that the statewide contracts for classroom furniture would be posted to the Division's website next week. A listing containing a market basket of items was distributed showing the manufacturer, distributor and discount structure associated with the contracts. The committee wanted to know what the discount structure would be for other items not specifically listed in the RFP.

Hon Furniture Company Potential Contract

58. The committee discussed Hon Furniture's earlier decision not to sell product to school districts at GSA pricing. It has now become necessary for school district's to purchase product through distributors at a higher cost.

It now appears that Hon is rethinking its decision to sell to school districts. Apparently, Gary Hansen informed the committee that Hon Furniture Company has approached him to establish a contract between Hon and Granite SD and to craft the contract in a manner that would allow all school districts to purchase product from Hon through Granite's contract. Hon does not appear to be willing to include colleges/universities or city/county government entities. The committee discussed the ramifications of entertaining such a contract. Inasmuch as Hon failed to submit a proposal when requested, it was mutually agreed that to offer a contract to Hon would be unfair to Interior Resources (Hon distributor), who won the contract as a result of the RFP evaluation process. Doug Richins suggested that the same thing could be accomplished by amending the contract with Interior Resources as a result of negotiating better pricing through Hon. In this way, Hon has the ability to discount pricing and to pass the discount through to the selected distributor.

Doug Richins offered his participation in any necessary discussions with Hon.

Lois Weisemann New Purchasing Director for SLCC

59. Doug Richins announced that Lois Wiesemann was leaving the State effective May 15, 2002 and would be joining with Salt Lake Community College as Director of Purchasing. Lois will replace Gunnell Nelson.

Carpet Contract

60. The committee discussed whether or not there was any interest in a statewide contract for carpet. The existing carpet contract is geared more towards an office environment rather than a high traffic school environment. Past thought was that school district's had too much diversity in their reasons for selecting carpet; therefore an impossible task to put together a contract that was mutually beneficial to all parties. Many seemed to agree that some limited contracts could be established for Lee and Shaw carpet brands since they appear to garner the majority of the district's dollar expenditures.

Rick Ashby was asked to keep the committee informed as to any results from the testing process between the Lees and Shaw carpet products (Davis has been testing limited quantities of Shaw product in several schools and anticipates carpeting an entire school to ascertain its wearability, stain resistance, etc.

Scott Rigby was assigned to bring pricing information and bid specs associated with Cache SD's carpet contract.

Bus Purchases and Lewis Transportation (Thomas)

61. Doug Richins read a letter sent to him by way of Governor Leavitt. The letter was written by Gene Ward of Lewis Transportation who holds a statewide contract for Thomas school buses. The letter implied two things: 1) school districts do not use the state contract to buy buses, therefore taxpayer funds are not being optimized; and 2) school districts are purchasing buses from other manufacturers rather than Thomas.

The committee discussed both issues. It was the general consensus of the committee that all school districts use the state contracts. There are no other manufacturers from which to choose. Richins pointed out that State records seem to indicate that only about half of the school districts are buying buses against the contracts. The committee believes this information is inaccurate and points to a reporting problem.

As for why Thomas appears to be receiving less orders, the committee felt that there were a multitude of reasons for this. Some reasons mentioned are as follows: 1) standardization efforts, 2) parts availability, 3) reliability, 4) mechanic experience & training, 5) parts cost, etc. The committee concluded that if Mr. Ward has issues pertaining to bus purchases that he should contact individual school districts to determine their rationale for selecting one bus contract over another.

Preference Law Being Considered

62. Doug Richins advised the committee that there has been talk from Rep. Carl Saunders that he would sponsor a bill during the next legislative session to create a preference law for food products containing calcium. According to Bill Burch, USOE/CNP is aware of this potential issue and is addressing the matter.

The EdPAC committee does not believe this to be a procurement issue, rather one to be addressed by USOE/CNP or other state entities that determine nutritional food value requirements for school lunch programs.

Motion to adjourn meeting was made and seconded by Reed Taylor. Meeting adjourned at 11:45 a.m.